

Update: 04/01/03 WIA Intensive/Training Checklist—Adult & DW		
Case Name: _____ SS #: _____		
Enrollment Date: _____ PACMIS #: _____		
Employment Counselor: _____ Date: _____		
Edit items	Requirements	Notes
CORE—Initial Interview & Eligibility		
Initial Interview <input type="checkbox"/> <u>Received core service</u>	Ensure that all customers are provided at least one core service, (Policy Ref: II, B, 2). <input type="checkbox"/> <i>Narrate in UWORKS in Notes</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Initial Interview, and Registrations for Services</i>	
<input type="checkbox"/> <u>Unable to obtain suitable employment</u>	Ensure that all customers were unable to obtain or retain suitable employment prior to WIA eligibility, (Policy Ref.: II, B, 2). <input type="checkbox"/> <i>Narrate in UWORKS in Notes</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Moving Customer from Core to Intensive Services</i>	
Eligibility <input type="checkbox"/> <u>Identity Verification</u>	A Customer's identity must be verified, (Policy Ref.: V, B, 1, e) and Table I). <input type="checkbox"/> <i>Complete in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Eligibility Determining</i>	
<input type="checkbox"/> <u>Verification of Citizenship, Alien Status, Employment Eligibility, Age and EO Form</u>	A customer's US citizenship or alien status allowing US employment, and age must be verified and a photocopy placed in the file, (Policy Ref.: V, B, 1, and V, B, 3, a), i, and Table I). File must contain a signed & dated copy of Form 61A – Affidavit of Citizenship/Alien Status, and a copy of the EO Form. <input type="checkbox"/> <i>Complete in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Eligibility Determining</i>	
<input type="checkbox"/> <u>Verification of Selective Service registration</u>	Men born after December 31, 1959, who have reached their 18 th birthday, must register, (Policy Ref.: V, B, 2 and Table I). <input type="checkbox"/> <i>Complete in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Selective Service</i>	
<input type="checkbox"/> <u>Dislocated Worker Status</u> <input type="checkbox"/> Individual Layoff <input type="checkbox"/> Major Layoff <input type="checkbox"/> Self Employed <input type="checkbox"/> Displaced Homemaker	Dislocated Workers must meet one of the four dislocated worker categories, (Policy Ref.: V, B, 4 and 5, and Table I). <input type="checkbox"/> <i>Complete in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Eligibility Determining</i>	
<input type="checkbox"/> <u>Income Verification/Individual status or family size</u> <input type="checkbox"/> Categorical income eligible <input type="checkbox"/> Low income status <input type="checkbox"/> Individual status/household size <input type="checkbox"/> Customer with disability	Customer must meet one of the following income requirements, (Policy Ref.: V, B, 7 and Table I). Determine if customer is: <input type="checkbox"/> Categorically income eligible, (Policy Ref.: V, B, 7, d) and Table I & Procedure: PACMIS Interface Completion). <input type="checkbox"/> Economically Disadvantaged, (Policy Ref.: V, B, 7, b), c), and e), and Table V). <input type="checkbox"/> Customer's status as an individual (household of one), or family size must be determined, (Policy Ref.: V, B, 7, f), and Table V). <input type="checkbox"/> Verify customer's status as disabled, (Policy Ref.: V, B, 7, f), I, h, and Table I). <input type="checkbox"/> <i>Narrate in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Eligibility Determining</i>	
Funding Prioritization <input type="checkbox"/> <u>WIA Priority Factors</u>	To receive intensive/training services, eligible customers must meet established WIA priority factors, (Policy Ref.: V, C). <input type="checkbox"/> <i>Narrate in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Refer to DWS Form 316, WIA Prioritization</i>	

Intensive/Training Services		
Assessment <input type="checkbox"/> <u>Assessment Requirements</u> Occupational intentions should correlate among the following UWORKS sections: <ul style="list-style-type: none"> ▪ Seeker Registration—Desired Job Titles ▪ Assessment—Employment Objective & O*NET ▪ Employment Plan—O*NET, Goal & Justification. 	A thorough assessment must be completed with all eligible customers, and used in developing the Employment Plan, and in determining appropriateness and need, (Policy Ref.: IV). <ul style="list-style-type: none"> <input type="checkbox"/> Assessment results collected from another agency must include a signed copy of a consent release document, (Policy Ref.: IV, B, 1). <input type="checkbox"/> Customers' identified as basic skills deficient must be provided opportunity to upgrade skills, (Policy Ref.: IV, E, 3, d), and VI, A, 5, vi.). <input type="checkbox"/> Occupational interests and aptitudes must be stated, (Policy Ref.: IV, E, 3, d)). <input type="checkbox"/> <i>Complete in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Assessment Interview and CAGE/TALE Completion</i> 	
Appropriateness and Need <input type="checkbox"/> Initial and ongoing	Appropriateness and need must be assessed when eligibility is determined, and on an ongoing basis as the employment plan is monitored, including when funds are obligated, (Policy Ref.: V, F). <ul style="list-style-type: none"> <input type="checkbox"/> Unable to obtain suitable employment prior to enrollment in training services, (Policy Ref.: V, F) <input type="checkbox"/> Training is for an occupation in demand, (Policy Ref. V, F, 4, b)) <input type="checkbox"/> For customers enrolled in post-secondary classroom training <u>or in worksite learning activities</u>, complete the DWS Form 312, Education and Training Services Approval Guide, (Policy Ref.: V,F, 1), and DWS Form 314, Training Services Agreement. <input type="checkbox"/> Alternative funds to support post-secondary classroom training must be explored, (Policy Ref.: V, F, 4, e)). <input type="checkbox"/> Funding obligations must be based on customer need, (Policy Ref.: VII, A, and VIII, B). <input type="checkbox"/> <i>Narrate in UWORKS in Notes</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <i>Procedure: Determining Appropriateness and Need for Training Services and Obligating Funds</i>	
Employment Plan <input type="checkbox"/> Original plan—signatures <input type="checkbox"/> Enrollment Closure	Employment planning is required process used to match customers' occupational goals and service needs with available training and support resources. (Policy Ref.: VI). <ul style="list-style-type: none"> <input type="checkbox"/> Signed and dated Plan (Policy Ref.: VI, A, 3) <input type="checkbox"/> Enrollment Closure (Policy Ref.: VI, A, 9) <input type="checkbox"/> <i>Narrate in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Employment Plan Creating, Employment Counseling E & T, and Program Enrollment Closure</i> 	
<input type="checkbox"/> Monitoring	The employment plan must be monitored to verify customer success and continued eligibility, and to track customer progress, (Policy Ref.: VI, A, 8) <ul style="list-style-type: none"> <input type="checkbox"/> Contact frequency, (Policy Ref.: VI, A, 8, a), ii) <input type="checkbox"/> Customer must make progress toward meeting performance expectation of plan, (Policy Ref.: VI, A, 3) <input type="checkbox"/> <i>Narrate in UWORKS in Notes</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Monitoring Customer Progress and Obligating Funds</i> 	
<input type="checkbox"/> Supportive Services	Supportive Services are used to assist customers to participate in intensive or training services, (Policy Ref.: VII, A, and VIII, B, 1, c, and VI, A, 8) <ul style="list-style-type: none"> <input type="checkbox"/> Issuing Supportive Service funds is based on customer need, (Policy Ref.: VII, A). <input type="checkbox"/> Update UWORKS Financial Needs screen in the Assessment section to justify obligation. <input type="checkbox"/> <i>Narrate in UWORKS in Notes</i> 	

	<input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Obligor Funds</i>	
<input type="checkbox"/> Classroom Training	<p>Classroom Training is provided with the expectation that when completed the customer will possess skills sufficient to be suitably employed in an entry level, semi-skilled or skilled job, (Policy Ref.: VI, A, 11, a)).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training Time Limits (Policy Ref.: VI, A, 10) <input type="checkbox"/> Approved Training Provider (Policy Ref.: VI, A, 11, a), ii) <input type="checkbox"/> Complete DWS Form 314—Training Services Agreement, (Policy Ref.: VI, A, 3) <input type="checkbox"/> Print Obligation Plan from UWORKS, get appropriate signatures and place a copy in the file. <input type="checkbox"/> <i>Complete in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <i>Procedure: Training Services for Customers</i> 	
<input type="checkbox"/> Worksite Learning	<p>Worksite Learning activities are provided for customers needing work-readiness training (Unpaid Internship), job-centered occupational skills training (Paid Internship), or for job-ready customers who desire immediate employment (On-the-Job Training), (Policy Ref.: VI, A, 11, b)). Ensure that the appropriate worksite learning agreements and invoices are completed correctly and copies are in the file:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Unpaid Internship—DWS Form 357, Unpaid Internship Agreement, and 358, Unpaid Internship Monthly Attendance and Evaluation <input type="checkbox"/> Paid Internship—DWS Form 355, Paid Internship Agreement, and 353, Monthly Invoice <input type="checkbox"/> OJT—DWS Form 352, OJT Agreement and 353, Monthly Invoice <input type="checkbox"/> <i>Narrate in UWORKS in Notes</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Use associated form instructions</i> 	
<p style="text-align: center;">Performance Expectations</p> <p>Performance outcomes are designed to indicate when the funding source goals have been met, and services are complete.</p>		
<input type="checkbox"/> <u>Credential Attainment</u>	<p>Percentage of customers who were employed in the first quarter after exit and received a credential, (Policy Ref.: III, B, 4). Measure about employment is collected electronically. Employment Counselors must report information about credential. See Program Policy Definitions for credential definition.</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Complete in UWORKS</i> <input type="checkbox"/> <i>Verification: acquired documentation</i> <input type="checkbox"/> <i>Procedure: Program Enrollment Closure</i> 	